

**CITY OF WEST ALLIS**  
**Special Use Process - Requires 45-60 days - \$500 fee**

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**Timing.** Common Council meets at 7:00 p.m. on the first and third Tuesdays of each month except during July and August and other special dates when only one Common Council meeting is scheduled. Plan Commission meets at 6:00 p.m. on the fourth Wednesday of each month, except the months of November and December or when the Chair schedules a special meeting.

**Application/Plan Conference.** Prior to the formal submission of Site, Landscaping, Screening and Architectural Plans, the applicant or a representative shall confer with the Development Department (414) 302-8460, and other Departments (Building Inspections and Neighborhood Services, Engineering, Fire, Clerk/Treasurer's, etc.), as may be necessary to obtain information and direction on development plan requirements and procedures.

**Plan Submission/Deadline.** The *application, fee, project description, 1 set of scaled paper plans (preferably 24" x 36") and 1 electronic copy (PDF format) of the plans* should be submitted to the Department of Development for review no later than the *last Friday of the month, to be placed on the next month's Plan Commission meeting*. Plans required for staff review are as follows: Site, Landscaping, Architectural, Signage and Floor Plan. Architectural Plans/elevations are required if exterior modifications are proposed. Fees for Site, Landscaping/Screening and Architectural review are based upon the project cost. For a complete list of fees, please ask for a fee schedule. Signage proposals may be reviewed/approved by staff and a \$100 review fee is required.

**Council Introduction.** Upon receipt of the planning application, fee, project description and plans to the Department of Development, the application will be placed on the Common Council agenda for introduction. The application deadline for introduction is five days prior (Thursday at 5:00 p.m.) to the scheduled Common Council.

The Common Council will refer the application to the Plan Commission for review.

**Plan Commission Review.** The Development Department will distribute the plans to the Building Inspections Dept., Engineering Dept., Fire Dept., and Public Works Dept. for review and comment. Feedback will be communicated to the applicant or their representative. Staff will work with the applicant on making any changes/revisions to the plans as recommended, prior to the Plan Commission meeting. Minor revisions may be approved as contingent conditions at the discretion of the Plan Commission.

**Common Council Public Hearing.** A public hearing before the Common Council will be scheduled after Plan Commission has reviewed the plans/proposal. The special use public hearing process requires the City to publish the Special Use (Class 2 notice) in two consecutive weekly editions of the Official City newspaper and to notify property owners within 200 feet of the subject property.

**Required Conditions.**

- An estimated cost of landscaping and screening being submitted to the Department of Development for approval.
- A surety bond or other form of security as required under Secs. 12.58(6) and 12.55(2) of the Revised Municipal Code in the amount of 125% of the estimated cost of landscaping and screening shall be executed by the applicant prior to the issuing of a building permit.
- Documentation and approval showing compliance with the City of West Allis Stormwater Management Ordinance, to be submitted to the Engineering Department by a registered Civil Engineer.
- Repair of defective sidewalks, if any, within one year of approval. Repair to be completed per City of West Allis Department of Engineering specifications.

**Other Permits/Licenses.** The applicant should apply for driveway permits, grant of privilege (encroachment) permit, occupancy or building permits, liquor license, car dealer's license or other applicable licenses concurrently with the Special Use Application process. Driveway permit applications may be obtained in the Engineering Department (414) 302-8370. Occupancy or building permit applications may be obtained from the Building Inspection Department (414) 302-8400. Liquor or car dealership license inquiries are under the purview of the Clerk/Treasurer's Office at 302-8203.

Once the Common Council has approved the Special Use, applicable permits may be issued.